

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Benefits Administrative Manual (BAM) Training	REFERENCE NUMBER: 2011-045
DATE ISSUED: 11/21/2011	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Benefits Officers
Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff
Training Officers**

FROM: Department of Personnel Administration
Benefits Division

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This memorandum provides important information regarding Benefits Training classes and the Benefits Administrative Manual (BAM).

Benefits Training Class

The Benefits Training Class is designed to assist all staff responsible for providing State employee benefits information. Class attendees are usually personnel transactions staff, attendance clerks, benefits coordinators, and other staff assisting the personnel office. We are scheduled to have three Benefits Training classes in 2012:

- *March 12 – 14, 2012 at the CalEPA Building at 1001 I Street, Coastal Hearing Room, Sacramento, California. Parking is available in the garage on the corner of 10th and I Streets, at a cost of \$18 per day.
- June 27 – 29, 2012 at the Department of Health Care Services East End Building, 1500 Capitol Avenue, Training Rooms A, B & C, Sacramento, California. Parking is available on 16th and L at a cost of \$18 per day.
- September 26 – 28, 2012 at the Department of Health Care Services East End Building, 1500 Capitol Avenue, Training Rooms A, B, & C, Sacramento, California. Parking is available on 16th and L at a cost of \$18 per day.

*This class will be webcast to any participants who have access to the internet. Webcasting provides participants who are unable to travel to Sacramento the opportunity to watch the training class via their computers. The participant will log on to a specific site and can watch the presentation, access the class materials, and ask questions using a specific web link.

The Benefits Training class is offered at no cost; however, attendees should go through their normal internal departmental training request process in order to obtain the proper approvals to attend the class on state time.

Once you have obtained the proper approvals, we ask that the employee self-register using the following link: <https://www.dpa.ca.gov/secure/training/benefits-administration/form.cfm#register> or after opening DPA's website at www.dpa.ca.gov, go to the HR Staff Tab and click on "HR Training", then go to "Benefits Administration Training" and click on the link that says "register online". Then select the class you want by checking the box next to your desired date. Follow the prompts to register. If you want to participate in the webcasting session, simply select the March session that lists "webcast" as the location. The employee's attendance will be electronically confirmed via e-mail immediately after successful registration. We will also e-mail the participant another notice two weeks before class begins. If participants are unable to attend the class, or if they require accommodation, they should notify Penny Jones at least 48 hours before the first day of the class. She can be reached via e-mail at Penny.Jones@dpa.ca.gov.

Approximately 13 presenters will provide an overview of 18 benefit programs utilizing charts, PowerPoint, videos, forms, and sample situations. During the 3-day class, you will receive guides/charts, web site resources, Personnel Management Liaisons (PMLs) Memorandums, and the Employee Quick Reference Guide. Our objectives are:

- To provide resources to explain all employee benefits to your departmental employees and respond to questions regarding employee benefits (Health, Dental, CoBen, COBRA, FlexElect, Worker's Compensation, EAP, Group Legal, Pre-Tax Parking, Merit Award, Savings Plus, etc).
- To provide up-to-date information to departmental employees regarding benefits eligibility, cost, benefit choices, enrollment, and appeal process.
- To provide contact information for resolving problems related to benefits.
- To discuss how to handle benefit changes due to appointment status and family situation changes.
- To show how to recognize potential problem areas in benefits administration.
- To introduce new technology to help simplify departmental personnel office processes.

Benefits Administration Manual

The BAM provides important information to assist staff responsible for interpreting employee benefit information and processing forms. A hard copy of the BAM is no longer available, but can be viewed online at [DPA - Benefits Administration Manual](#). The Benefits Training Class will use the online version of the manual for training purposes and will not include a paper copy of the manual.

For more benefits information, visit our web site at www.dpa.ca.gov under "Benefits".

/s/Greg Beatty

Greg Beatty, Chief, Benefits Division